

# Apple-Works Forum

The Monthly Publication of **NAUG: The National AppleWorks Users Group**

Volume VI, No. 12

Five Dollars

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Support for AppleWorks and ///EZ Pieces Users

## How to Check Word Count

Dear Cathleen,

The TimeOut QuickSpell spell checker I used with earlier versions of AppleWorks automatically told me the number of words in every document I checked. Is there any way to check the number of words in my AppleWorks 3.0 documents?

Bud Vincent  
Warren, Michigan

*[Ed: AppleWorks 3.0's spell checker also offers a word count function. Follow these steps to count the number of words in an AppleWorks 3.0 document:]*

1. *Get the word processor document on the screen and issue an Apple-V command.*
2. *Select "Options" from the Verify Spelling Menu.*
3. *Select "Summary" from the Spelling Options Menu.*
4. *Select "Only" from the Spelling Summary Menu.*
5. *Press the Return Key to select "All" from the Verify Spelling Menu. AppleWorks will display the total number of words and other information about the document. Press the Escape Key to return to the document.*

*AppleWorks 3.0 lets you change the spell checker's default settings so it automatically displays the word count and the misspelled words every time you spell check a document. Follow these steps to change the settings:*

1. *Insert your AppleWorks Startup Disk in a drive.*
2. *Select choice #5 ("Other Activities") from the AppleWorks 3.0 Main Menu.*
3. *Select choice #6 ("Select standard settings for AppleWorks") from the Other Activities Menu.*
4. *Select choice #2 ("Select standard spelling checker settings") from the Standard Settings Menu.*
5. *Select choice #3 ("Display summary on the screen") from the Summary Settings Menu.*

6. *Enter an Apple-Q and press the Escape Key to return to AppleWorks' Main Menu.*

*You can also change the way AppleWorks 3.0 presents the words the spell checker does not recognize. By default, AppleWorks highlights the misspelled words in the context of your document. But you can tell AppleWorks to list the misspelled words, just like the list presented by QuickSpell. Then you can "mark" the words you want to correct on the list, issue an Apple-C (for "Correct") and see the misspelled words in context. That is how we configure NAUG's copies of AppleWorks.*

*Follow these steps to change from the default "context" view to the "list" view:*

1. *Insert the AppleWorks Startup Disk in a drive.*
2. *Select choice #5 ("Other Activities") from the AppleWorks 3.0 Main Menu.*
3. *Select choice #6 ("Select standard settings for AppleWorks") from the Other Activities Menu.*
4. *Select choice #2 ("Select standard spelling checker settings") from the Standard Settings Menu.*
5. *Select choice #2 ("Standard spelling method") from the Spelling Checker Menu and respond "Yes" to the "Change this setting?" prompt. AppleWorks will change the setting to "From a list".*
6. *Enter an Apple-Q and press the Escape Key to return to the AppleWorks Main Menu.*

*QuickSpell fans should note that they can use the current version of QuickSpell (version 3.0.1) with AppleWorks 3.0. To update from an earlier version of QuickSpell, send your original 5.25-inch disk and \$3 (for a 5.25-inch disk) or \$3.50 (for a 3.5-inch disk) to any of NAUG's Beagle Buddies. See page 32 of the August 1991 edition of the **AppleWorks Forum** for complete update information.]*

The **National AppleWorks Users Group (NAUG)** is an association that supports AppleWorks users. NAUG provides technical support and information about AppleWorks and enhancements to that program. Our primary means of communicating with members is through the monthly newsletter entitled the **AppleWorks Forum**.



## RamFAST Letters

*[Ed: A letter published in last month's issue of the **AppleWorks Forum** described data loss a member attributed to using a RamFAST card. NAUG's editorial note indicated that this was the fifth letter we received describing damaged data on RamFAST-equipped computers. We expressed concern about the reliability of RamFAST-equipped systems.]*

*As of press date in early November, NAUG has received eighteen additional letters from RamFAST owners about this issue. Eight of the letters reflect unqualified support for the card, eight letters express support for the card despite problems that were either resolved by CV Tech or considered minor by the writers, and two letters express unqualified dissatisfaction with the card. Here are excerpts from each type of letter.]*

Dear NAUG:

I use a RamFAST in my Zip GS-equipped Apple IIGS. Its speed is nothing short of incredible, and the combination of the Zip and the RamFAST is unbeatable. I boot into AppleWorks with thirty TimeOut applications in under five seconds. I can hardly bear the "high speed" [Apple SCSI] card now in my IIfx. The RamFAST has given me no trouble whatsoever, and has worked flawlessly to date. The folks at CV Technology have been most helpful and knowledgeable.

Will Nelken  
San Rafael, California

*[Ed: Rev. Will Nelken is the publisher of UltraAwesome Macros and the author of Ultra-AppleWorks. He is an AppleWorks teacher and consultant and has written two articles published in the **AppleWorks Forum**.]*

Dear Ms. Merritt:

I've been using a RamFAST for over a year for several hours a day with a ROM 3 Apple IIGS, a Chinook CT-40 [hard drive] and, most of the time, with a Zip accelerator. The RamFAST has worked flawlessly. In all that time I have had perhaps one or at most two "block in use" problems of the kind

encountered by Pete Ross.

This is not to say that there may not be problems with the board. But to go public with the kind of potentially business-destroying letter plus editorial comment with as little evidence as you seem to have appears to be very irresponsible journalism.

Kirk Hollingsworth  
New York, New York

*[Ed: Kirk Hollingsworth is a retired Marketing Research Manager for Lever Brothers.]*

Dear NAUG:

My RamFAST kept trashing my drive, so I spent a lot of time talking to CV Technology on the phone. CV Tech's approach was that the problems were always my fault. I tried everything CV Tech suggested. No, I did not have extra CDA's in my system. Nor did I have a lot of peripherals (unless you consider a modem and printer a lot). Since switching back to the High Speed Apple SCSI card, I have not had a problem.

I appreciate NAUG's willingness to air these concerns about the RamFAST and I hope my fellow NAUG members respect the organization's willingness to publicly address these issues.

Gary Morrison  
Cordova, Tennessee

*[Ed: Dr. Gary Morrison, an Associate Professor at Memphis State University, is the author of the book "ProDOS 8 and 16", RepairWorks, the Apple II Hard Disk Primer, and numerous articles.]*

## AppleWorks Forum

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Publisher: The National AppleWorks Users Group

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The "AppleWorks Forum" (ISSN 0893-4118) is published monthly for \$31 per year by the National AppleWorks Users Group, 49068 Harvest Dr., Plymouth, MI 48170.

Second Class postage paid at Plymouth, MI, and additional mailing offices.  
POSTMASTER: Send address changes to AppleWorks Forum, NAUG, Box 87453, Canton, MI 48187

# How to Use Apple-T and Apple-W

by Mitchell Bernstein and Warren Williams

Creating your first AppleWorks spreadsheet taught you a number of lessons about the formatting and computational power of AppleWorks. It also taught you how limited a view the screen gives you of your work.

Although AppleWorks can't squeeze more onto the display, the program does offer Apple-W (Windows) and Apple-T (Title) commands that let you control what appears on the screen.

## Apple-W

The Apple-W command splits the screen into two "windows", which give you two "views" of the spreadsheet.

For example, study *Figure 1*, which depicts a 1040Works tax template on the screen after you issue an Apple-W. The top 16 rows on the screen show a portion of the 1040Works Schedule A (Itemized Deductions) form; the bottom row shows the portion of the template that computes your Federal Income Tax. Since a change in your itemized deductions affects your taxes, any change you make in the top part of the screen will be reflected in your total tax liability which appears at the bottom of the screen.

Apple-W lets you split the AppleWorks screen horizontally into "Top and Bottom" windows (see *Figure 1*) or vertically into "Side by Side" windows (see *Figure 2*).

You can also "synchronize" or "unsynchronize" the windows. Synchronized windows have "linked" rows or columns. Moving around one

**Figure 1: 1040Works Screen Demonstrating Apple-W**

```
File: TAXES.1991                REVIEW/ADD/CHANGE                Escape: Main Menu
=====AO=====AP=====
41|**GIFTS TO CHARITY*****
42|14  CASH CONTRIBUTIONS. IF YOU PAID $3,000 OR MORE TO ONE
43|  ORGANIZATION, LIST ITS NAME AND AMOUNT GIVEN.....14.>      630.00
44|      ^
45|15  OTHER THAN CASH.....15.>      0.00
46|16  CARRYOVER FROM PRIOR YEAR.....16.>      0.00
47|17  ADD LINES 14 THROUGH 16.....17.      630.00
48|**CASUALTY AND THEFT LOSSES*****
49|18  TOTAL CASUALTY/THEFT LOSSES (FORM 4684).....18.>      0.00
50|**MOVING EXPENSES*****
51|19  MOVING EXPENSES (FORM 3903 OR 3903F).....19.>      0.00
52|**JOB EXPENSES AND MOST MISCELLANEOUS DEDUCTIONS*****
53|20  UNREIMBURSED EMPLOYEE EXPENSES (FORM 2106).....20.>      1,280.00
54|21  OTHER (LIST TYPE AND AMOUNT)
55|      ^
56|      ^
=====AY=====AZ=====BA=====
41|                                     Your Tax.....38. 14,280.00
-----
AP41
Type entry or use ^ commands                62K Avail.
```

**Figure 2: Side by Side Windows with Duplicate Views**

File: HOME.BUDGET		REVIEW/ADD/CHANGE	Escape: Main Menu
=====A=====B=====C=====A=====B=====			
1			1
2			2
3	JAN	FEB	3  JAN
4			4
5 INCOME	1850	850	5 INCOME
6 Husband	1800	800	6 Husband 1850
7 Wife	0	0	7 Wife 1800
8 Med. Ins. Reimburs.	0	0	8 Med. Ins. Reimburs. 0
9 Tax Refund			9 Tax Refund 0
10			10
11 *** Total Income ***	3650	3650	11 *** Total Income *** 3650
12			12
13			13
14 FIXED EXPENSES			14 FIXED EXPENSES
15 Mortgage	820	820	15 Mortgage 820
16 Car Insurance	0	525	16 Car Insurance 0
17 Car Registration	0	0	17 Car Registration 0
18 TV Cable	31	31	18 TV Cable 31
-----			
A1			
Type entry or use ⌘ commands			118K Avail.

**Figure 3: Class Gradebook**

		Tests			Quizzes			Assignments				Average			Final
		1	2	3	1	2	3	1	2	3	4	Tests	Quiz	Assign	Average
Adams	J. Quincy	86	80	78	78	80	90	82	80	78	90	81.3	82.6	82.5	82.1
Adams	John	75	79	84	75		90	95	95	95	93	79.3	82.5	94.5	85.4
Arthur	Chester	98	95	75	86	80	78	78	86	80	78	89.3	81.3	80.5	83.7
Buchanan	James	95	85	95	75	79	84	75	75	79	84	91.6	79.3	78.2	83.0
Cleveland	Grover	85	87	85	98	95	75	86	98	95	75	85.6	89.3	88.5	87.8
Fillmore	Millard	87	96	87	95	85	95	75	95	95	82	90.0	91.6	88.3	90.0
Garfield	James	96	93	96		85	88	85	87	85	8	95.0	95.0	85.6	88.8
Johnson	Andrew	93		93			87	65	87	92		92		82.7	87.8
Lincoln	Sam	90					92	89	92					85	90.0
Monroe	James	82	84	78	81	90	90	81	80	80	81	85.0	85.0	85.0	85.0
Pierce	Frank	84	81	84	96	97	96	81	97	97	96	83.0	96.3	92.5	90.0
Polk	James	81	93	81	97	83	97	93	97	83	97	85.0	92.3	92.5	89.9
Roosevelt	Franklin	93	96	93	84	78	82	96	84	78	82	94.0	81.3	85.0	86.7
Roosevelt	Theodore	75	90	70	85	90	60	85	80	76	82	78.3	87.5	80.7	82.1
Taylor	Zachary	97	83	97	70	90	96	84	70	90	96	92.3	85.3	85.0	87.5
Tyler	John	84	78	82	78	83	98	80	78	83	98	81.3	86.3	84.7	84.1
Van Buren	Martin	80	89	86	96	97	96	70	96	95	96	85.0	96.3	87.3	89.5
Washington	George	70	90	96	97	83	97	78	97	83	97	85.3	92.3	88.7	88.8
Wilson	Woodrow	78	83	98	84	78	82	96	84	78	82	86.3	81.3	85.0	84.2
Averages =		84	85	85	86	86	88	85	87	86	88	85.0	87.1	86.7	86.3

window affects the synchronized window so the same rows or columns appear in both windows. (Figure 2 presents an example of synchronized windows.) Unsynchronized windows are independent of each other; you can display any segment of your worksheet in either window. (Figure 1 depicts unsynchronized windows.)

## How to Use Apple-W

Follow these steps to display two windows:

1. Decide if you want "side by side" or "top and bottom" windows.
2. Put the cursor at the point on the screen that will divide the windows. (For example, in Figure 1 we put the cursor in the next to the last row on the screen; in Figure 2 we put the cursor in the middle column on the screen.) Issue an Apple-W and select "Side by Side" or "Top and Bottom" in response to the "Windows?" prompt.
3. To synchronize the windows, issue another Apple-W and select "Synchronized".

Use the Apple-J command to jump between windows. Issue another Apple-W command to return

to the standard single-window view.

Some comments about windows:

1. Two windows give you two views of the same spreadsheet; any change you make to the contents of the cells in either window will affect the entire model.
2. Changes made with the Apple-L command automatically apply to both windows but changes in standard values made with the Apple-V command only apply to the current window. AppleWorks even lets you implement different Apple-V settings in the two windows. However, AppleWorks only uses the Apple-V settings in the current window when you return to a one-window view of the data.

We suggest that you avoid confusion by only changing the Apple-V settings with a single window on the screen.

3. For all its convenience, having two simultaneous views of the same model can be confusing. For example, examine Figure 2 which depicts a single spreadsheet screen with two side by side views of the same segment of the template.

**Figure 4: Gradebook Screen with Titles**

File: GRADEBOOK.2

REVIEW/ADD/CHANGE

Escape: Main Menu

A	K	L	M	N	O	P	Q	R	S	T
1	Assignments				Average			Final		
2	1	2	3	4	Tests	Quiz	Assign	Average		
3										
18 Johnson	65	87	92	87	92.0	88.7	82.8	87.8		
19 Lincoln	89	92	93	92	89.3	92.3	91.5	91.1		
20 Madison	87	93	90	93	80.3	91.5	90.8	87.5		
21 McKinley	92	81		81	67.3	85.0	84.7	79.0		
22 Monroe	93	93	96	93	76.0	94.0	93.8	87.9		
23 Pierce	81	96	97	96	83.0	96.3	92.5	90.6		
24 Polk	93	97	83	97	85.0	92.3	92.5	89.9		
25 Roosevelt	96	84	78	82	94.0	81.3	85.0	86.8		
26 Roosevelt	85	80	76	82	78.3	87.5	80.8	82.2		
27 Taylor	84	70	90	96	92.3	85.3	85.0	87.6		
28 Tyler	80	78	83	98	81.3	86.3	84.8	84.1		
29 Van Buren	70	96		96	85.0	96.3	87.3	89.6		
30 Washington	78	97	83	97	85.3	92.3	88.8	88.8		
31 Wilson	96	84	78	82	86.3	81.3	85.0	84.2		
32										

M21

Type entry or use ⌘ commands

209K Avail.

The Windows Command gives you two views of a template; there is nothing to keep you from showing the same segment of the model in each window.

## Apple-T

Now imagine a teacher who uses AppleWorks to track student grades in a spreadsheet-based gradebook (see *Figure 3*). Since most gradebooks do not fit comfortably on a single AppleWorks screen, the students' names scroll off the left edge of the screen every time the teacher looks at the students' grades.

AppleWorks offers an Apple-T (Titles) command that lets you "lock" as many rows and/or columns you want onto the top and/or left edge of the screen. The titles are synchronized windows that always remain on the display.

*Figure 4* shows the teacher's gradebook with titles set at the top and left edges of the screen. Note that the students' last names and test or assignment numbers always remain on the screen.

Follow these steps to set titles:

1. Position the cursor so the top rows and/or the left-most columns on the screen show the titles you want to lock onto the display. For example,

if you want columns C and D to appear as titles, move the cursor so columns C and D are at the left edge of the screen.

2. Use the Arrow Keys to move the cursor to (a) the row below the last row of the top title or (b) to the column to the right of the last column of the left-edge title. If you want both top and left-edge titles, position the cursor one cell below and one column to the right of the last row and column you want in the title. Then issue an Apple-T.

For example, to lock rows 1-3 in the title, put the cursor anywhere in row 4, issue an Apple-T, and select "Top" in response to the "Titles?" prompt.

To lock column A as a left-edge title, put the cursor anywhere in column B, issue an Apple-T, and select "Left side" in response to the "Titles?" prompt.

To lock rows 1-2 at the top of the screen *and* columns A and B at the left edge of the screen, put the cursor in cell C3, issue an Apple-T, and select "Both" in response to the "Titles?" prompt.

Issue another Apple-T to cancel the titles.

## Similarities and Differences

Clearly, there is some overlap in the role of the Windows and Titles Commands. For example, both commands can display headings on the top or left side of the screen, and both commands can display nonadjacent rows or columns on the screen.

However, only the Titles Command lets you display titles on *both* the top *and* left side of the screen. By contrast, the Windows Command lets you display titles on the right and/or bottom edges of the screen, and lets you modify the data in either window.

Although they serve overlapping functions, Apple-W and Apple-T are not related internally within AppleWorks. Thus, you can use combinations of these commands to gain even greater control over what appears on your display. For example, you



## Spreadsheet Tips...

can use Apple-W to establish two windows and issue Apple-T commands in either or both windows to establish titles in each window. If you want the same title in each window, set the titles with Apple-T and then establish the window. If your windows have different titles, cancelling the windows will set the titles for the entire worksheet to match those in the last window you were using.

Finally, you should recognize that the Apple-W and Apple-T commands only affect the display. Although AppleWorks' Apple-H command lets you print the display with the windows and/or titles you established, Apple-W and Apple-T have no impact on printouts generated with an Apple-P command.

*[Mitchell Bernstein teaches mathematics at the Philadelphia (PA) High School for Girls.]*

*[Dr. Warren Williams is on the faculty at Eastern Michigan University where he teaches courses in the Educational Technology program. He is the President of NAUG and is a frequent contributor to the AppleWorks Forum.]*

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## Quick Tip

# How to Produce a Degree Symbol

by Art Chandler

I miss the degree symbol (°) that Apple does not offer on Apple II keyboards or ImageWriter printers. Fortunately, a superscripted zero or superscripted letter "o" produces a reasonable approximation of the missing symbol; you can easily generate a degree symbol by putting a zero or letter "o" between superscript begin and superscript end commands in a document.

Some experimentation suggests that ImageWriter I owners get the best output by using a superscripted lower case letter "o". ImageWriter II and Epson FX owners get the best output by using a superscripted zero. (ImageWriter II owners should install the ImageWriter II printer driver in their AppleWorks Printer Menu.)

Figure 1 presents a sample printout of a degree symbol generated by using a superscripted zero on an ImageWriter II.

### Figure 1: Sample Degree Symbol

The temperature in Kansas is presently 45°. the temperature in Miami is a more pleasant 81°.

If you use TimeOut UltraMacros, you can add the following macro to your macro set and issue a <sa-~> to generate the degree character:

```
~:<awp oa-o>+b<rtn esc>Ø<oa-o>+E<rtn esc>!
```

The <sa-~> macro inserts a subscripted zero; change the zero to the lower case letter "o" if you use an ImageWriter I printer.

*[Art Chandler, a former banker and retired guide at California's Hearst San Simeon "Castle", has used AppleWorks extensively for research and writing.]*

# ***DataLink IIEXPRESS Trade-In!***

*Trade-in your old clunker for the best combo on the market for only*

## ***\$219***

Applied Engineering announces an unbelievable modem trade-in offer.

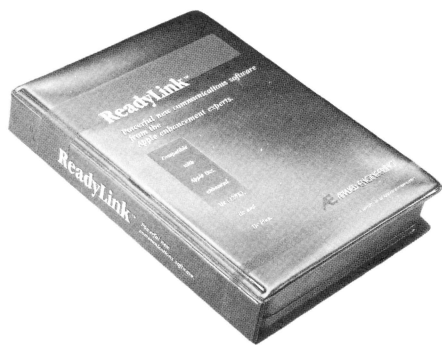
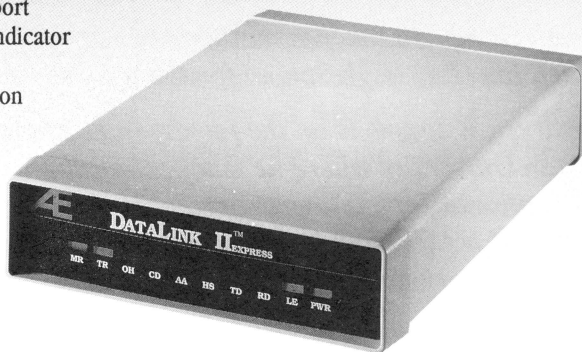
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- Includes over \$200 worth of free network memberships and on-line time
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- Auto-learn macro feature "watches" and "learns" how to do it
- Given a value rating of "10" by IIGs Buyer's Guide

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Dallas, TX 75234



**APPLIED ENGINEERING**  
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# HP LaserJet IIP Produces High Quality Output

by Leonard Lanigan

**L**aser printers are known for the excellent quality of their output and, until recently, for their high prices. Now, a new class of personal laser printers offers high quality output at prices that users can afford.

Unfortunately, Apple shows little interest in producing personal printers that are compatible with Apple II computers; Apple's low-end laser printers only work with Macintosh systems. However, other manufacturers produce excellent and inexpensive laser printers you can use with AppleWorks.

My favorite is the Hewlett Packard LaserJet IIP, a \$1295 list price (\$820 street price), 14-inch by 16-inch printer built around the same four page per minute Canon EP-L engine used in Apple's personal LaserWriters. Samples of AppleWorks output from a LaserJet IIP appear in *Figures 1* and *2*.

## A Flexible Printer

The LaserJet IIP is a flexible printer that accepts optional font cartridges and plug-in enhancements. AppleWorks owners can use the printer in its built-in "native mode" to print in the LaserJet's monospaced Courier font (see *Figure 1*). Equipped with a \$175 (list price) Epson FX/IBM Proprinter emulation cartridge, the IIP produces proportional output from AppleWorks (see *Figure 2*) or dot matrix quality output from graphics programs such as Publish It!, Print Shop, TimeOut Super-Fonts, and TimeOut Graph (see *Figures 6-9*).

### Figure 1: LaserJet Output in Native Mode

**Four score and seven years ago our fathers brought forth on this continent a new nation, conceived in liberty, and dedicated to the proposition that all men are created equal.**

Now we are engaged in a great civil war testing whether that nation, or any nation so conceived and so dedicated can long endure. We are met on a great battlefield of that war. We have come to dedicate a portion of that field, as a final resting place for those who here gave their lives that that nation might live. **It is altogether fitting and proper that we should do this.**

### Figure 2: AppleWorks – Epson Emulator

**Four score and seven years ago our fathers brought forth on this continent a new nation, conceived in liberty, and dedicated to the proposition that all men are created equal.**

Now we are engaged in a great civil war testing whether that nation, or any nation so conceived and so dedicated can long endure. We are met on a great battlefield of that war. We have come to dedicate a portion of that field, as a final resting place for those who here gave their lives that that nation might live. **It is altogether fitting and proper that we should do this.**

The LaserJet is the de facto standard for laser printers in the MS-DOS environment, and most MS-DOS programs include LaserJet drivers that use the

## Figure 3: Custom Printer Settings

Needs line feeds after each return: Yes  
Accepts top of page commands: Yes  
Stop at the end of each page: No  
Platen Width: 8.0 inches (portrait)  
11.0 inches (landscape)  
Interface card setting: Enter the code required for an ImageWriter. Tested settings include:  
ALS Printermate: <CTL>I0N  
Parallel Pro: <CTL>I80N  
Grappler+: <CTL>I0N  
Apple Super Serial: <CTL>I80N  
Slotbuster II: <CTL>I20<CTL>I80N.  
Printer Codes:  
10 CPI: ESC(s10H  
12 CPI: ESC(s12H  
15 CPI: ESC(s15H  
6 LI: ESC&l6D  
8 LI: ESC&l8D  
Underline Begin: ESC&d3D  
Underline End: ESC&d@  
Bold Begin: ESC(s3B  
Bold End: ESC(s0B  
Superscript Begin: ESC&a-50V  
Superscript End: ESC&a+50V  
Subscript Begin: ESC&a+50V  
Subscript End: ESC&a-50V  
Special Codes:  
Italics Begin: ESC(s1S  
Italics End: ESC(s0S  
Landscape Mode: ESC&l10  
Portrait Mode: ESC&l00

Note: l = lower case "L".

fonts built into the printer. Macintosh users can get full Macintosh compatibility by adding memory and an optional PostScript cartridge and AppleTalk interface to the IIP (total added cost: \$1200 list price, \$904 street price).

The LaserJet IIP offers both parallel and serial interfaces. Although HP recommends against connecting computers to both ports, I leave an MS-DOS computer connected to the parallel port and an Apple IIe connected to the serial port on the printer. The control panel on the front of the LaserJet lets me switch between computers by pressing a button. An automatic switchbox on either or both ports would provide an inexpensive way to share the printer among multiple users.

## Printer Setup

Setting up and configuring the LaserJet is an easy 15-minute operation that involves removing two plastic shipping stays and installing the toner cartridge.

Configuring the serial port on the IIP is simple; you set the printer control panel Device Configuration Menu to the desired baud rate and turn "Robust Xmodem" on. The other serial port settings are fixed at 8 data bits, 1 stop bit, no parity, XON/XOFF active.

You can use an ImageWriter I cable to connect the LaserJet to a Super Serial Card in an Apple IIe or to the printer port built into an Apple IIc, IIc+, or IIGs.

You get the fastest throughput by configuring your Super Serial Card or printer port to transmit at 19,200 bits per second, the fastest baud rate supported by both the printer and computer. Apple IIe owners should set the Super Serial Card DIP switches to SW1: Off, Off, Off, Off, Off, On, On. SW2: On, Off, Off, On, Off, Off, Off. IIc and IIc+ owners can set the baud rate by changing the AppleWorks serial port setting when installing their printer settings in AppleWorks. Apple IIGs owners set the baud rate by changing the printer port settings on the IIGs control panel.

Apple IIe and IIGs owners can also use any standard parallel interface card and a cable with a Centronics connector to connect the LaserJet.

## Configuring AppleWorks: Native Mode

AppleWorks users can install the LaserJet as a custom printer in AppleWorks. *Figure 3* summarizes the commands and printer codes for that installation. The letters in these codes are case-sensitive; use upper or lower case letters as indicated. Also, remember to distinguish between l (lowercase "L") and 1, and between O (upper case letter "O") and zero.

Finally, you should use the printer control panel to change the "Lines of Text" setting from the default value of 54 to the correct setting of 66. This involves taking the printer off line, pressing the Menu Key seven times, and pressing the "+" key on the printer to increment the number from the



default of 54 to the proper setting of 66. Finally, press the printer's Enter Key. This is a one-time operation; the LaserJet remembers the new setting.

### Portrait and Landscape Printing

The LaserJet offers both portrait (standard) and landscape mode output. Landscape mode makes it easy to print wide spreadsheets, wide data base reports, and print on envelopes.

If you use AppleWorks 3.0, you can install the portrait and landscape codes into AppleWorks' Special Codes area for the printer. Then you issue the correct Special Codes command and change the platen width and page length settings at the beginning of a document. Landscape mode requires a platen width setting of 11.0 inches and a page length setting of 8.5 inches. *[Ed: AppleWorks 1.x and 2.x users can install the LaserJet as a custom printer and put the codes for portrait and landscape modes in the areas usually reserved for Subscript Begin and Superscript Begin commands.]*

AppleWorks 3.0 owners can also install the LaserJet as two separate custom printers in AppleWorks, one configured to operate in portrait mode, the other configured to print in landscape mode. You can add the settings for portrait and landscape modes to the printer interface card settings for each printer.

### The LaserJet IIP and the PC Transporter

HP's LaserJets set the standard for IBM-compatible printers; virtually every MS-DOS program includes drivers that let you use the features built into the LaserJet IIP.

I successfully tested my printer with MS-DOS versions of Word Perfect 4.1, 5.0, and 5.1, Quattro Pro, Paradox 3.5, Q&A 3.0 and a variety of shareware programs. All printed successfully on the LaserJet when driven by the Applied Engineering PC Transporter in my Apple IIe.

### Figure 4: Word Perfect – PC Transporter

**Fourscore and seven** years ago our fathers brought forth on this continent a new nation, conceived in liberty and dedicated to the proposition that ALL MEN ARE CREATED EQUAL.

Now we are engaged in a great civil war testing whether that nation, or any nation so conceived and so dedicated can long endure. We are met on a great battlefield of tht war. We have come to dedicate a portion of that field, as a final resting place for those who here gave their lives that that nation might live. It is altogether fitting and proper that we should do this.

### Late News from Hewlett Packard

As this issue went to press, Hewlett Packard announced that it has replaced the LaserJet IIP with the LaserJet IIP Plus. The IIP Plus has a faster processor and a faster parallel port than the original IIP, but does not offer a serial port nor an AppleTalk option. Apple IIc and IIc+ owners will need a serial-to-parallel converter to use the new IIP Plus printer. Apple IIe and IIgs owners will need either a parallel interface card or serial-to-parallel converter to use the IIP Plus. The IIP Plus lists for \$1295, the same price as the original IIP.

HP also manufactures a LaserJet IIIP printer, which offers additional scalable fonts and uses a new resolution enhancement technology to improve output. Since AppleWorks cannot use the fonts and graphic capability of the LaserJet printers, the more expensive IIIP offers little benefit for Apple II owners.

NAUG members who want a LaserJet IIP should consider buying their unit while the original model is still available.

— Cathleen Merritt

However, I did not get acceptable printouts from the PC Transporter when I used an ALS Printermate interface card (which would not produce graphic output) or a SlotBuster II (which appears totally incompatible with the PC Transporter drivers).

Most MS-DOS programs do not support serial printer communications beyond 9,600 baud, thus PC Transporter owners should configure the LaserJet and printer ports to transmit at that speed. Super Serial Card owners should set the DIP switches on the card as follows: SW1: Off, Off, Off, On, Off, On, On. SW2: On, Off, Off, On, Off, Off, Off.

## Publish It!4 and the LaserJet

The Publish It!4 documentation states that the program supports the LaserJet and DeskJet printers. However, Publish It!4 only offers a DeskJet driver that it uses to print on the LaserJet. That produces incorrect margins and spacing in complex documents.

Publish It!4 also uses the dot matrix fonts supplied with the program and not the fonts built into the LaserJet. As a result, your output has the dot matrix-like quality that appears in *Figure 5*.

The Epson emulation cartridge generates reliable dot matrix quality output from the LaserJet (see *Figure 6*), but dedicated Publish It! users will not be happy unless they add PostScript compatibility to their LaserJet.

## Figure 5: Publish It!4 Output from LaserJet

Four score and seven years ago our fathers brought forth on this continent a new nation, conceived in liberty, and dedicated to the proposition that *all men are created equal*.

Now we are engaged in a great civil war testing whether that nation, or any nation so conceived and so dedicated can long endure. We are met on a great battlefield of that war. We have come to dedicate a portion of that field, as a final resting place for those who here gave their lives that that nation might live. It is altogether fitting and proper that we should do this.

*Figure 4* presents sample output from Word Perfect 5.0 running on my PC Transporter-equipped Apple IIe.

### Limitations of Native Mode

Although I use the LaserJet in native mode to print from AppleWorks and Apple II versions of Word Perfect, this configuration does not let me use proportional fonts or use graphic-based programs such as TimeOut SuperFonts and Print Shop.

In addition, the Canon engine in the LaserJet cannot print within 1/4 inch of the edge of an 8.5" x 11" page. That causes some problems when setting margins in AppleWorks. Left and right margins of .5-inch or more work properly. A top margin setting of .5 inches actually produces a one inch margin; a bottom margin setting of 1.5 inches also generates a one inch margin. Thus, a standard page with one inch margins on all sides requires settings of TM=0.5, BM=1.5, LM=1.0, RM=1.0.

Declaring a bottom margin of less than 1.5 inches in an AppleWorks document can cause the LaserJet to print the last few lines of a page on a separate piece of paper. You will have to experiment with the AppleWorks margins and LaserJet "lines-per-page" settings to get the margins and page breaks you want for your non-standard documents.

### Epson FX Emulation

HP's new Epson FX/IBM Proprinter emulation cartridge (part number HP33498A, list price \$175) adds true Epson emulation to the LaserJet.

I tested an emulator-equipped LaserJet with AppleWorks 3.0, Publish It!4, TimeOut Graph, SuperFonts, Print Shop and Multiscribe 2.0 (now called "BeagleWrite"). *Figure 2* depicts proportionately-spaced output produced by AppleWorks on the emulator-equipped LaserJet.

Configuring AppleWorks to use the emulator is easy; you just add an

Epson FX printer to the AppleWorks Printer Menu and select that printer when you want to print.

However, the emulator limits you to the features available in Epson FX printers. For example, an emulator-equipped LaserJet cannot use the fonts built into the LaserJet and will not print in landscape mode.

All text output from the emulator is in Courier, a monospaced font that is similar to the Courier font built into the LaserJet. Thus, AppleWorks produces almost identical output with or without the emulator cartridge. Commands to print in a proportional font produce Courier printouts with different inter-letter spacing (see *Figure 2*). I find this output particularly unattractive.

Graphics output from an emulator-equipped LaserJet looks like the dot matrix output generated by an Epson printer. That results in unacceptable output from Print Shop and TimeOut SuperFonts, and

## Hardware Review...

decidedly unremarkable output from Publish It! and TimeOut Graph (see Figures 6-9).

In addition, the LaserJet cannot emulate the Epson FX's ability to print to the edge of a sheet of paper. Thus, graphics programs that normally print to the edge of the paper (e.g., Print Shop when printing greeting cards) produce unacceptable results with clipped edges and incomplete output. Fortunately, most graphic programs (e.g., SuperFonts, AppleWorks GS, and Publish It!) let you change the margins of a document and thus avoid the 1/4 inch of unprintable area at the edge of the page.

Finally, some Apple II programs (e.g., TimeOut Graph) print flawlessly but do not automatically eject the page after printing. This is a minor inconvenience; you can eject the page manually from the LaserJet control panel or by sending an AppleWorks page containing a New Page Command.

### Reliability

The LaserJet is a well built, reliable printer. I experienced only six paper jams after running more than 20,000 pages through the printer. (One was caused by sloppy loading. The others occurred while printing on both sides of standard copier paper.) Opening the printer and removing the jammed page took only a moment and fixed each problem.

Although two chapters in the IIP manual describe the types of paper and envelopes to use in the printer, I find that almost any copier or non-erasable typewriter paper works well in the LaserJet.

I also use any standard envelopes that do not contain plastic windows (which can melt during printing), stamps, or labels. I even use the prepaid envelopes available from the post office, including those with holographic images.

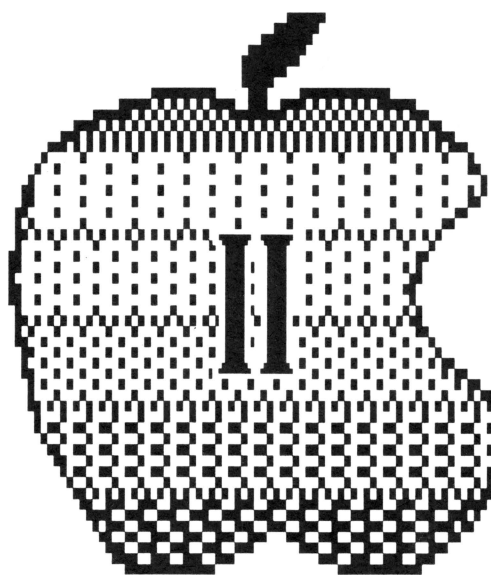
### Figure 6: Publish It!4 — Epson Emulator

Four score and seven years ago our fathers brought forth on this continent a new nation, conceived in liberty, and dedicated to the proposition that all men are created equal.

Now we are engaged in a great civil war testing whether that nation, or any nation so conceived and so dedicated can long endure. We are met on a great battlefield of that war. We have come to dedicate a portion of that field, as a final resting place for those who here gave their lives that that nation might live.

It is altogether fitting and proper that we should do this.

### Figure 7: Print Shop – Epson Emulator



### Documentation and Support

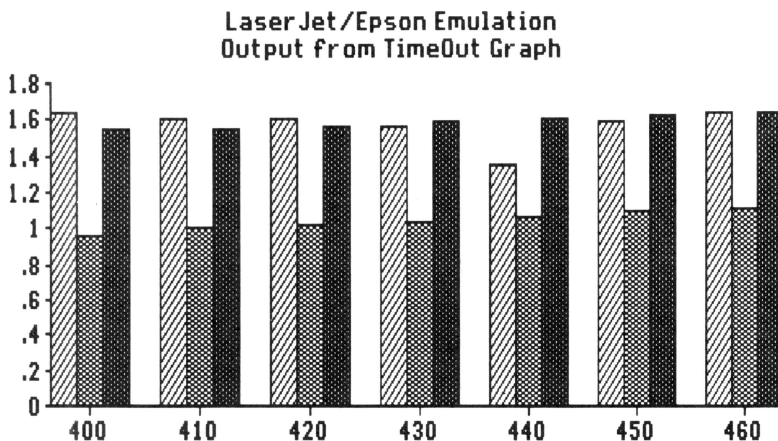
Documentation and technical support for the LaserJet are disappointing for a Hewlett Packard product. The LaserJet manual does not mention the Apple II series of computers, there is no toll-free support number listed in the manual, and repeated calls to the technical support number resulted in long periods on hold. Several times an operator answered the call and indicated that a technician would return my call "within 24 business hours". That was far too long for me to wait to solve my problem.

**Figure 8: SuperFonts – Epson Emulator**

**Four score and seven** years ago our fathers brought forth on this continent a new nation, conceived in liberty, and dedicated to the proposition that all men are created equal

Now we are engaged in a great civil war testing whether that nation, or any nation so conceived and so dedicated can long endure. We are met on a great battlefield of that war. We have come to dedicate a portion of that field, as a final resting place for those who here gave their lives that that nation might live. It is altogether fitting and proper that we should do this.

**Figure 9: TimeOut Graph – Epson Emulator**



The technicians I did reach were friendly, well informed, and helpful.

### Concerns

No printer is perfect; here are some points to consider before buying a LaserJet:

Apple IIGS-specific programs such as AppleWorks GS do not offer a LaserJet driver, although Vitesse now includes a LaserJet IIP driver in their Harmony printer drivers. I do not use AppleWorks GS and I did not test AppleWorks GS with the Harmony driver.

Operating cost is a consideration with any laser or inkjet printer. The LaserJet uses replaceable toner cartridges which cost about \$60 and print approximately 3,000 pages. Thus, toner costs about two cents per page. Using rebuilt toner cartridges reduces the cost to approximately 1/2 cent per page. This is significantly less expensive than the 5-10 cents per page costs of operating an inkjet printer.

The LaserJet IIP, like other laser printers, uses a lot of electricity. The printer draws 90 watts in standby mode; power consumption jumps to 550 watts when printing. Be certain you have enough power available to handle the load. A toaster, microwave, or dehumidifier on the same circuit might push a 15-amp circuit beyond its limit.

Finally, note that older LaserJet IIP printers have defective power supplies. HP will replace the defective power supply at no cost and contends that the defective units are not dangerous. Contact a local HP dealer if your unit was manufactured before March 1990. (The date appears on the back of the printer, just below the interface connectors.)

### Conclusion

Despite the problems I experienced getting my LaserJet IIP configured (remember, I didn't have this article to

guide me, and was repeatedly told it couldn't be done), the difficulty I experienced reaching HP's support staff, and the fact that I may need a new power supply, I heartily recommend the LaserJet IIP to Apple users who are looking for a quiet printer that produces excellent text output at fairly high speed. The LaserJet output is superb, and HP quality is legendary.

However, whether or not you should get a LaserJet depends on how you use your Apple II computer. NAUG members who use AppleWorks to produce letters, reports, and spreadsheets will find that the standard LaserJet IIP produces typewriter-quality



## How to Manage the Three Control Panels

Using the Hewlett Packard LaserJet IIP with an Epson Emulation Cartridge on an Apple IIGs involves setting three control panels: the Apple IIGs control panel, the printer control panel, and the Epson Emulation Cartridge control panel.

**Apple IIGs Control Panel:** You can use the Apple IIGs default control panel printer port settings with the following exceptions: Set "Buffering" to "Yes", "DCD Handshake" to "No", "DSR/DTR Handshake" to "No", and "XON/XOFF Handshake" to "Yes". Other changes are optional. For example, you can set the baud rate to 19,200 for both the IIGs printer port and the printer control panel, as suggested in the accompanying article.

**LaserJet Control Panel:** You must remove the Epson Emulation Car-

tridge to access the LaserJet control panel. (Remember to turn the power off before you remove or insert the cartridge.) Then you de-select the printer and press the Menu Button to display the options on the printer control panel. Select "Epson Emulation". In the "Config" section, set "DTRPOLAR" to "lo". My printer operates correctly with the "Robust XMODEM" setting either "off" or "on".

**Epson Emulation Cartridge Control Panel:** The printer displays the Epson Emulation Cartridge control panel when you insert the cartridge in the printer. It will not display the standard LaserJet control panel with the Epson Emulation Cartridge installed.

The Epson Cartridge offers eight control panel settings. However, Apple-

Works prints properly if you leave the settings at their default values.

Having previewed Dr. Lanigan's excellent article, I, too, lament the fact that I had neither his article nor the assistance I requested from Hewlett Packard to guide me.

However, my AppleWorks-driven LaserJet IIP operates flawlessly and produces a sharper printed image on regular copier bond paper than any of the HP DeskJets (which required "harder" linen paper to achieve almost equivalent sharpness) we used for the past three years in our office.

— Val Lopatka

*[Val Lopatka is an attorney who uses Apple II computers exclusively in his five-lawyer office in Edmonton, Alberta, Canada.]*

printouts that far surpass the output available from any dot matrix printer.

AppleWorks users who need proportional output will not be happy with the LaserJet. Operating in native mode, the LaserJet cannot produce proportionally-spaced output from AppleWorks. And the proportional output from an Epson emulation-equipped LaserWriter is unacceptable. Although the Epson Emulator Cartridge makes it easy to install the LaserJet in AppleWorks, I do not recommend the cartridge as a cost-effective accessory.

*[Ed: LaserJet IIP owners can get attractive proportional output from AppleWorks. But that requires adding extra memory and a PostScript cartridge to the LaserJet and using the SuperTalk driver included with SuperPatch 8.0.]*

NAUG members who frequently switch between programs such as Print Shop, AppleWorks GS, and Publish It! might find it difficult to justify the cost of a PostScript or Epson-emulator equipped LaserJet. These readers should give serious consideration to the HP DeskJet and Harmonie or Indepen-

dence combination before spending the money for a PostScript-equipped LaserJet.

*[Dr. Leonard Lanigan is a research anthropologist who serves as director of the Browns Valley Institutes (Browns Valley, California). Dr. Lanigan was co-founder of the Guild of Field Archaeologists.]*

### AlphaCheck Plus

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# News and Special Offers

## ActaSoft

ActaSoft, known for its AlphaCheck financial management programs, also produces LetterWorks and DeskWorks; two AppleWorks enhancements that make it easy to write short letters, address envelopes, and maintain a Rolodex file with AppleWorks. (A review of LetterWorks and DeskWorks will appear in a forthcoming issue of the *AppleWorks Forum*.)

LetterWorks and DeskWorks normally list for \$78 and costs NAUG members \$39.95 plus \$3.50 s/h. However, ActaSoft recently announced that until January 31, 1992, members who buy LetterWorks and DeskWorks at the special \$39.95 price will get ActaSoft's \$49.95 Family Finance program free.

Family Finance is a complete home financial system that uses AppleWorks to print checks, track tax deductible expenditures, maintain budgets, and track credit card expenditures.

LetterWorks, DeskWorks, and Family Finance require AppleWorks 3.0, a 3.5-inch or hard disk, and at least a 250K AppleWorks desktop.

To get this special offer, identify yourself as a NAUG member and provide your NAUG membership number when you order. ActaSoft accepts Visa and MasterCard and maintains a "satisfaction guaranteed or your money back" policy for NAUG members. [ActaSoft, 19700 Wells Drive, Woodland Hills, California 91364; (818) 996-6731.]

## Claris Corporation

Claris Corporation is now shipping ClarisWorks, a highly integrated Macintosh program that offers word processor, data base, spreadsheet, draw, and communications "environments".

AppleWorks users can get ClarisWorks for \$99 plus \$7 s/h and applicable state sales tax. Call (800) 544-8554 for more information. K-12 educators upgrading with a purchase order or upgrading a site license should call (800) 747-7483. Post-secondary educators with purchase orders or site licenses should call (800) 879-8447.

## Econ Technologies

Econ Technologies manufactures the Pegasus, a new line of high capacity internal SCSI hard drives for Apple IIGS computers. The Pegasus drives, which are available in 50, 100, and 200 megabyte capacities, feature an 80 watt power supply (twice as powerful as the original Apple unit), an integral cooling fan, and high speed drives with average seek times between 15-17 milliseconds. (The 64K cache used with the drives provides effective seek times of 10-12 milliseconds.)

The Pegasus drives ship with a large collection of GS/OS fonts, a File Finder desk accessory, and Universe Master, a disk maintenance utility that recovers deleted files and repairs damaged directories. Universe Master also includes a backup utility and a disk optimizer that defragments files on the drive.

Prices for the Pegasus drives are as follows:

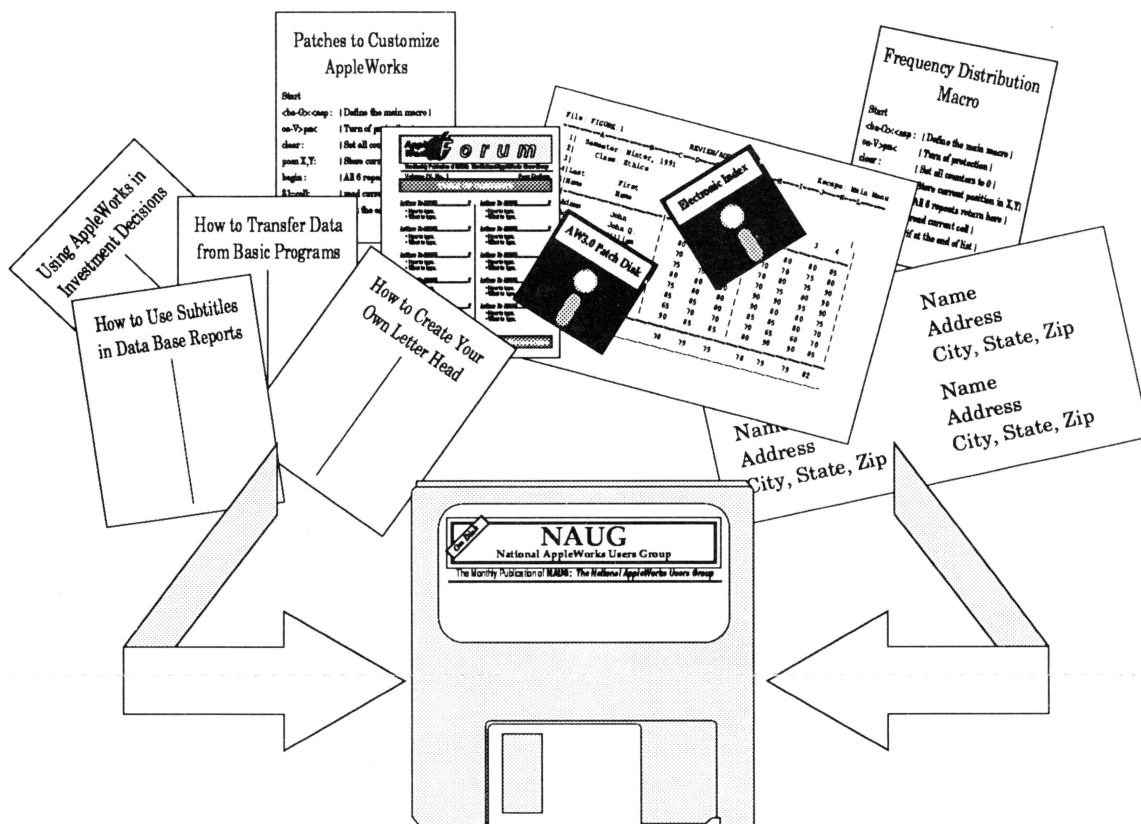
Size	List Price	NAUG Price
50mb	\$599	\$510
100mb	769	660
200mb	1099	950

The Pegasus drives are compatible with Apple and other popular SCSI interface cards, however these prices do not include the required SCSI card.

To qualify for these prices, indicate that you are a NAUG member and provide your NAUG membership number when you call the company. [Econ Technologies, Inc., Box 195356, Winter Springs, Florida 32719; (407) 365-4209.]

## MECC

The Minnesota Educational Computer Corporation (MECC) announced the release of its 1991-1992 Educational Computing Catalog, which describes more than 140 educational software products the company produces for Apple II, Macintosh, and MS-DOS computers. Contact MECC for a free copy of the catalog. [MECC Customer Services, 6160 Summit Drive North, Minneapolis, Minnesota 55430; (800) 685-6322.]



# NAUG on Disk.

Each monthly issue of NAUG on Disk includes:

- **The *AppleWorks Forum***

A complete electronic version of the *AppleWorks Forum* that you can read with AppleWorks or AppleWorks GS, and search with FastFind or TimeOut DirecTree. Also compatible with software for the visually impaired. Includes a printed copy of all figures from the newsletter. Easy to store and use.

- **Working copies of all macros and patches**

Electronic copies of all the macros and patches described in that month's issue of the *AppleWorks Forum*. Eliminates the typing necessary to enter these files.

- **Working templates**

Working versions of all the templates in that month's issue of the *AppleWorks Forum*. You can use these templates directly from the disk or can adapt the files for your own applications or for use with students.

- **Updates to the Electronic Index**

Updates to NAUG's Electronic Index, an AppleWorks data base file that makes it easy to find any article in the back issues of the *AppleWorks Forum*.

- **Public domain templates, utilities, and programs**

The new public domain templates, utilities, and programs added to the NAUG library that month. A convenient and inexpensive way to update your collection of AppleWorks templates, programs, and utilities.

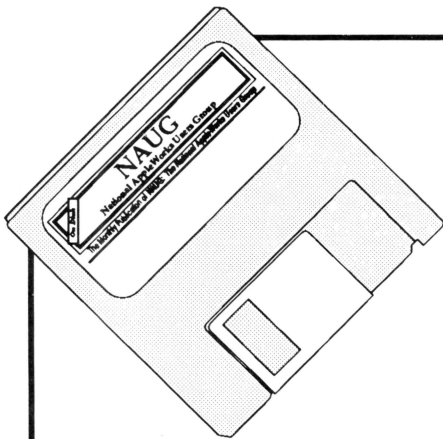
- **Unpublished articles**

Articles not yet printed in the *AppleWorks Forum*. These articles suggest techniques and ideas to help you enhance your AppleWorks productivity. Articles include a balance of items of interest to novice and advanced AppleWorks users.

- **Members Helping Members data base**

An electronic version of NAUG's valuable Members Helping Members data base. You can use AppleWorks to search this file for member-volunteers who provide free telephone consulting to help you get answers to your AppleWorks questions.

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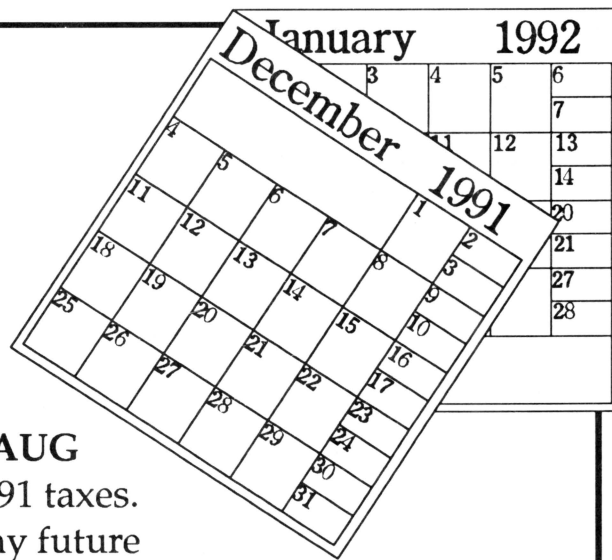


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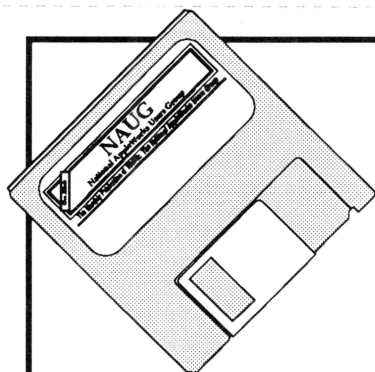
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# How to Include Lists in Your Documents

by Gary Hayman

---

*An article in the June 1991 issue of the **AppleWorks Forum** described how to print two or three-column word processor documents. This month, Gary Hayman describes two techniques that let you include columns of data within a word processor document.*

---

Sooner or later you will prepare an AppleWorks word processor document that includes columns of data (see *Figure 1*). Your first inclination will be to use AppleWorks' tab system to generate these columns. However, there are at least three reasons to use a different approach to producing columnar output in word processor documents.

First, the AppleWorks word processor cannot help you put the list in order. You must type the entries in the correct order.

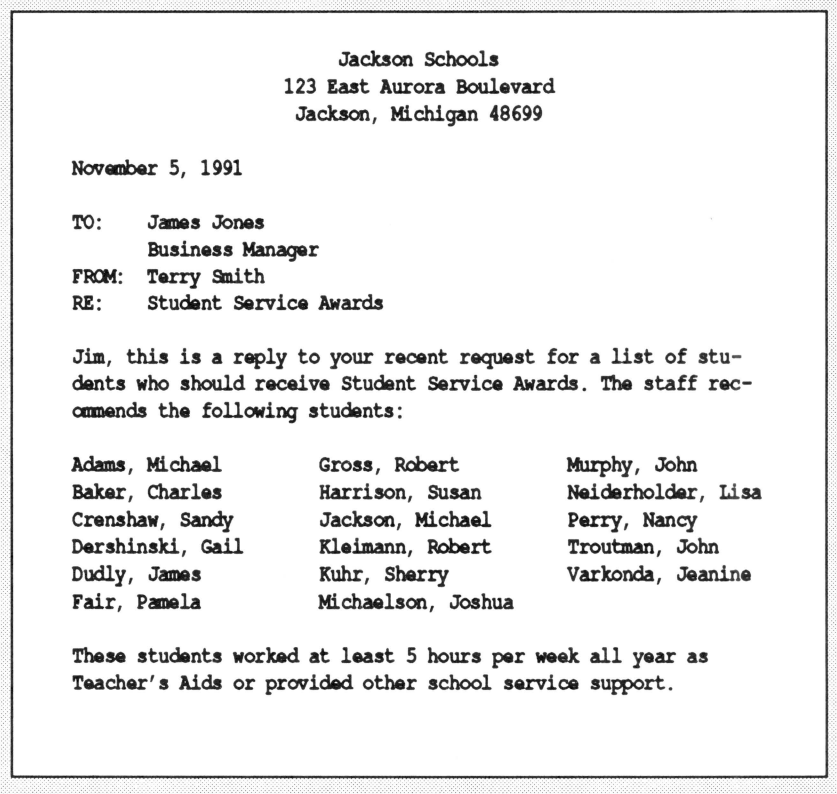
Second, you will have to retype most of the list if you want to add or delete an entry.

Finally, you will have to revise the tab ruler if any entry is wider than your tab settings. This is particularly troublesome for users of AppleWorks 2.1 or earlier because those versions of AppleWorks do not automatically adjust the width of the existing columns when you reset the tab.

You must manually insert spaces so the existing lines match the new format.

This article describes two techniques that make it easier to prepare columns of text. The first technique uses AppleWorks' spreadsheet module; the second approach uses AppleWorks' data base. The spreadsheet technique produces lists in alphabetical order down each column, as in *Figure 1*. The data base approach produces lists that are alphabetized across each row, as in *Figure 2*. AppleWorks 3.0 owners can use either technique. Users of earlier

**Figure 1: Sample Produced from a Spreadsheet**

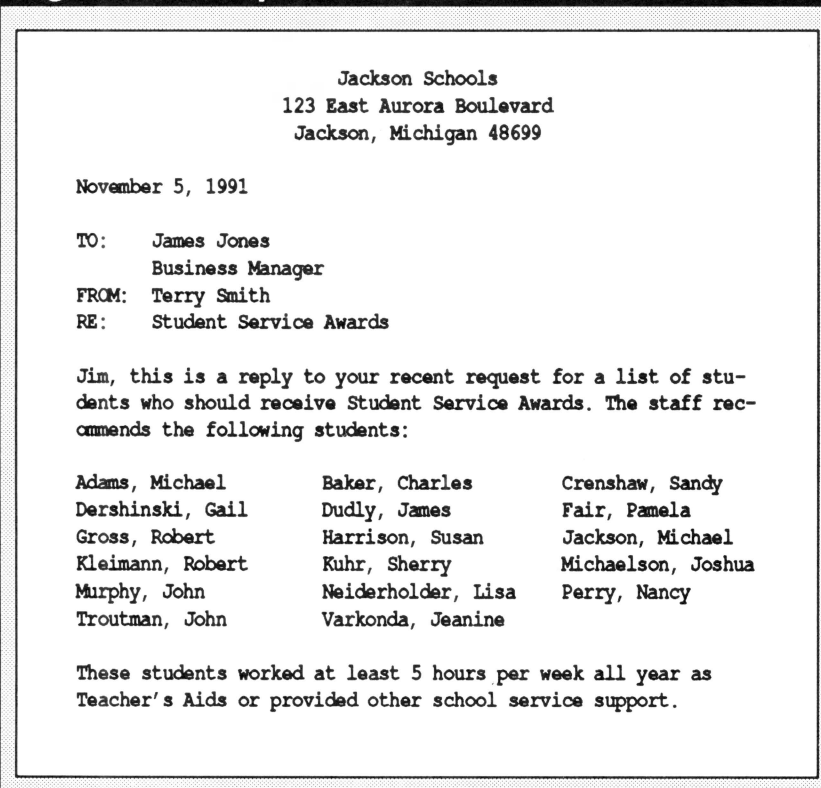


versions of AppleWorks can only use the first of these two procedures.

## The Spreadsheet Procedure

This technique uses the AppleWorks spreadsheet module to prepare the columns of text for the word processor document. The procedure is to list all the items in Column A of a spreadsheet, arrange the items in alphabetical order, and then copy or move the end of the list into columns B and C. Then you print the spreadsheet to the clipboard and import

**Figure 2: Sample Produced from a Data Base**



sheet. You can add or delete items from the list by inserting or deleting rows in the spreadsheet.

Now that the data is in the correct order, you can reorganize the list into multiple columns. I will assume that you want to print the names of 20 presidents in three columns. You want seven names in the first two columns and six names in the third column.

First, you must determine how many items you have in the list. Since each item is a separate row, you can issue an Apple-9 command and note the row number of the last item in the list. If the last item is in row 20, there are 20 items in the list.

The remaining procedures depend on which version of AppleWorks you use. If you use AppleWorks 3.0, skip to the section entitled "Using AppleWorks 3.0" below.

## Using AppleWorks 1.x and 2.x

Early versions of AppleWorks do not let you move a block of cells within a spreadsheet. These versions require you to use the Copy Command to copy the bottom third of the list as a block into column C and the middle third of the list into column B. Then you can delete the cells you just duplicated in column A. Follow these steps:

1. Put the cursor in cell A20 and issue an Apple-C command to start the copying process. Indicate that you want to copy "Within the worksheet" and press the Period Key to indicate you want to copy a range of cells. Then use the Up-Arrow Key to highlight the last six items on the list and press the Return Key. Then move the cursor to cell C1 and press the Return Key.
2. Move the cursor to cell A8, issue an Apple-C, indicate you want to copy "Within the worksheet", highlight cells A8 through A14, and press the Return Key. Put the cursor in cell B1 and press the Return Key.
3. Put the cursor in cell A8, issue a Delete Command, and delete all the rows that contain the

the text into the word processor. These procedures work with any version of AppleWorks, including AppleWorks GS. Follow these steps:

1. Create a new spreadsheet "From scratch" with any name you like.
2. Issue an Apple-V command to access the Standard Values Menu, select Column Width, and use the Open-Apple and Right Arrow Keys to make the columns wider. Don't try to be accurate about the final column widths; you will reset these widths after you enter the data. Then press the Return Key to return to Review/Add/Change mode.
3. Type the list in any order into column A.
4. Now you can alphabetize the list. Enter an Apple-1 to jump to the top of the list and issue an Apple-A command to tell AppleWorks you want to arrange the list. Enter an Apple-9 to move the cursor to the bottom cell and to highlight all the items on the list. Then press the Return Key, select "Labels from A to Z", and press the Return Key.
5. Issue an Apple-S command to save the spread-



## Word Processor Tips...

data you just duplicated in columns B and C.

Your screen should look like the example in *Figure 3*. Now skip to the section entitled "Formatting the Spreadsheet" below.

### Using AppleWorks 3.0

Version 3.0 of AppleWorks makes it easy to move blocks of cells around a spreadsheet. Follow these steps:

1. Put the cursor in cell A15 and issue an Apple-M command. Indicate that you want to move a block of cells within the spreadsheet. Then highlight cells A15 through A20 and press the Return Key.
2. Put the cursor in cell C1 and press the Return Key. That moves the last third of the list into column C.
3. Put the cursor in cell A8 and repeat the procedure, moving cells A8 through A14 into column B.

### Formatting the Spreadsheet

Now you will adjust the width of the columns and transfer the data into the word processor. Proceed as follows:

1. Issue an Apple-V command, select "Column width" from the Standards Menu, and adjust the width of the columns using the Open-Apple and Arrow Keys until the space between the columns looks correct. Then press the Return Key.
2. Next, you will eliminate the header that normally prints at the top of the page. Issue an Apple-O command to access the Options Menu, type "PH" and press the Return Key. That will change the Print Page Header setting to "No". Press the Escape Key to return to the spreadsheet.

### Transferring the Data

Now you will transfer the columns of text into the word processor. This involves "printing" the spreadsheet to the clipboard and then copying the data from the clipboard into the word processor

**Figure 3: Spreadsheet after Copying Data**

File: Presidents	REVIEW/ADD/CHANGE	Escape: Main Menu
A	B	C
1 Adams, J. Quincy	Grant, Ulysses	Johnson, Andrew
2 Adams, John	Harding, Warren	Lincoln, Abraham
3 Arthur, Chester	Harrison, Benjamin	Madison, James
4 Buchanan, James	Harrison, William	McKinley, William
5 Cleveland, Grover	Hayes, Rutherford	Monroe, James
6 Fillmore, Millard	Jackson, Andrew	Pierce, Franklin
7 Garfield, James	Jefferson, Thomas	
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
A1: (Label) Adams, J. Quincy Type entry or use ⌘ commands		245K Avail.

document. (AppleWorks 3.0 users can copy the data to the clipboard, but I do not recommend that approach because it inserts tabs between columns. You must then set tabs in the word processor document to recreate the correct column widths.) Follow these steps:

1. Move the cursor to cell A1, the upper left-hand corner of the block of cells you want to transfer.
2. Issue an Apple-P command and indicate that you want to print a block of cells. (AppleWorks 3.0 users can highlight "All".) Highlight the cells you want to print (cells A1 through C7) and press the Return Key.
3. Note the number of characters that will print on each line. If you cannot fit that many characters into each line in the word processor document, press the Escape Key to return to Review/Add/Change mode and narrow the columns or otherwise modify your work so you can accommodate each line in the word processor file.
4. Indicate that you want to print to "The clipboard (for the word processor)" and press the Return Key.
5. Issue an Apple-Q to display the Desktop Index, highlight the word processor document, and press the Return Key followed by the Space Bar.

**Figure 4: Document with Different Margins and CPI Settings**

```
File: President Test          REVIEW/ADD/CHANGE          Escape: Main Menu
=====
-----Centered
          ^Unit Test^
-----Unjustified
Here is a list of the U.S. Presidents discussed in the
chapters you read for this test:
-----Left Margin:  1.5 inches
-----Chars per Inch: 12 chars
    Adams, J. Quincy      Grant, Ulysses      Johnson, Andrew
    Adams, John          Harding, Warren    Lincoln, Abraham
    Arthur, Chester      Harrison, Benjamin Madison, James
    Buchanan, James      Harrison, William  McKinley, William
    Cleveland, Grover    Hayes, Rutherford  Monroe, James
    Fillmore, Millard    Jackson, Andrew    Pierce, Franklin
    Garfield, James      Jefferson, Thomas
-----Left Margin:  1.0 inches
-----Chars per Inch: 10 chars
Select any three presidents and list the following:
-----
Type entry or use ⌘ commands                                245K Avail.
```

**Figure 5: Data Entered into Data Base File**

```
File: Presidents          REVIEW/ADD/CHANGE          Escape: Main Menu
Selection: All records

Category 1
=====
Buchanan, James
Jefferson, Thomas
Adams, John
Monroe, James
Adams, J. Quincy
McKinley, William
Lincoln, Abraham
Garfield, James
Harrison, Benjamin
Fillmore, Millard
Johnson, Andrew
Arthur, Chester
Harding, Warren
Cleveland, Grover
Hayes, Rutherford
-----
Type entry or use ⌘ commands                                245K Avail.
```

changes into the word processor document. *Figure 4* presents an example of a document that will print the basic information at 10 cpi and the list at 12 cpi.

## The Data Base Technique

The spreadsheet technique described above works with all versions of AppleWorks and is the method I use to print columns. However, that approach alphabetizes your list down each column. AppleWorks 3.0 users can also use the data base module's ability to print multi-column labels to prepare columns of text alphabetized across each row as in *Figure 2*. Proceed as follows:

1. Indicate that you want to create a new data base file "From scratch" and give it any name you choose. That will put you in Change Name/Category mode with "Category 1" as the default category name. There is no need to change the category name; press the Escape Key, the Space Bar, and the Escape Key a second time to switch to Review/Add/Change mode.
2. Issue an Apple-Z to display a blank record in multiple record layout mode. Although you can enter data into either the single record or multiple record layout, I prefer to enter short lists of data in multiple record layout mode.
3. Next, you will create blank records to accommodate your data. Enter an Apple-C, select "Current record", and enter the approximate number of items you expect in the list. Be generous in your estimate because you can easily delete unused records later in the process.
4. Issue an Apple-L command and make the Category 1 column at least as wide as the longest entry in your list. Then press the Escape Key.
5. Type the list in any order and press the Return
6. Put the cursor where you want the columns of text to appear in the document and issue an Apple-C command to copy "From the clipboard". The columns of text will appear in your document.  
  
Note that the characters per inch and margin settings you entered into the Option Menu in the spreadsheet do not affect the number of characters that will fit in a word processor line. You must enter your characters per inch or margin

## Word Processor Tips...

Key after each entry. Your screen should look like the example in *Figure 5*.

6. Now you can alphabetize the list. Enter an Apple-A to invoke the Arrange Command and select "Category 1" with an arrangement "From A-Z". This alphabetizes the data and puts any blank records at the top of the list. Delete the blank records with the Apple-D command.
7. Count the number of characters in the longest entry. You will need this information in step 9C below.
8. Next, you will prepare a multiple-column Labels Format Report. Enter an Apple-P, select "Create new 'labels' format", indicate it will be "From scratch", and enter a name for the report (e.g., l3Col.List) and press the Return Key.
9. With the Labels Format Report on the screen, issue an Apple-O to access the Options Menu and make the following changes:
  - A. Enter a PH command to eliminate the header.
  - B. Enter the left and right margin settings you will use in the word processor document. (Usually you will enter the AppleWorks word processor default left and right margin settings of 1.0 inches.)
  - C. Type "CO" and enter the number of columns you want. (You will usually enter a value of "2" or "3".) Then look at the "Char per column (est)" value. Your settings will work as long as this value is at least two or three units larger than the number of characters in your longest entry.
  - D. Press the Escape Key to return to the Report Format screen.
10. Now you will "print" the report to the screen. That will let you examine the space between columns before you transfer the data into the word processor document.

Issue an Apple-P to indicate that you want to print the report and select "To the screen". Examine the list (see *Figure 6*).

**Figure 6: Label Report on the Screen**

Buchanan, James	Jefferson, Thomas	Adams, John
Monroe, James	Adams, J. Quincy	McKinley, William
Lincoln, Abraham	Garfield, James	Harrison, Benjamin
Fillmore, Millard	Johnson, Andrew	Arthur, Chester
Harding, Warren	Cleveland, Grover	Hayes, Rutherford
Grant, Ulysses	Madison, James	Pierce, Franklin
Harrison, William	Jackson, Andrew	

Press Space Bar to continue 2997K Avail.

Press the Space Bar to return to the Report Format Screen. You can change the inter-column spacing by typing an Apple-O to return to the Options Menu and changing the margin settings. Watch the "Char per column (est.);" value to make certain it is larger than the longest entry.

11. Now you will transfer the list to the word processor document.

Issue an Apple-P command, choose "To the clipboard (for the word processor)", and press the Space Bar. Then issue an Apple-Q command and switch to the word processor document. Put the cursor where you want the list to appear, issue an Apple-C command and indicate "From the clipboard". You can now format the list as described in the spreadsheet section above.

### Conclusion

Although AppleWorks' tab system lets you print columns, the spreadsheet and data base methods I described in this article are more powerful and flexible than those available in the word processor. It will take you a few minutes to generate your first list, but the procedures quickly become intuitive and easy to use.

*[Gary Hayman, who is on the Board of Directors of Washington Apple Pi, is the author of Magic File Cabinet, a data base enhancer for AppleWorks.]*

# Which Keys Can You Use?

by Keith Johnson

---

*Most articles in the My Favorite Macro series describe interesting or useful macros developed by NAUG members. This month, Keith Johnson departs from that tradition and instead shares some insights into the keys you can use to define macros.*

---

**M**acroWorks, the original macro program for AppleWorks, only let you use a limited number of keys to define your macros. Fortunately, TimeOut UltraMacros is more forgiving and lets you use numbers, punctuation marks, arrow keys, control key characters, and both-apple characters to define a macro. However, even UltraMacros does not offer total freedom in the keys it accepts as macro definitions.

NAUG member Terry W. Campbell examined UltraMacros' limits by using dozens of generally unexplored key combinations to define a macro. The results were surprising and should interest readers who write macros.

Although Mr. Campbell used AppleWorks 3.0 and UltraMacros 3.1 for his tests, most of his findings also apply to earlier versions of these programs.

## Some Background

Many of Mr. Campbell's results reflect a basic fact of computing: Every key and key combination generates a pattern of electrical impulses. We assign a number to each pattern; that number is the ASCII value of the keystroke. For example, we label the pattern generated by a Control-A as pattern number one. Pressing the Escape Key generates pattern number 27. The capital letter "A" generates pattern number 65. Tables listing the ASCII value of these keystrokes appear in many Apple II manuals, including Mark Munz's *UltraMacros Primer* (available from NAUG, \$17.95 plus \$3.50 s/h).

Although most keys generate a unique pattern of signals, some keyboard combinations replicate the pattern of impulses generated by a single keystroke. For example, the Tab Key and the Control-I

**Figure 1: Equivalent Keystrokes**

Keystroke	Equivalent Keystrokes	UltraMacros Token
Ctrl-H	Left Arrow	<left>
Ctrl-I	Tab	<tab>
Ctrl-J	Down Arrow	<down>
Ctrl-K	Up Arrow	<up>
Ctrl-U	Right Arrow	<right>
Ctrl-[	Escape	<esc>
Ctrl-!	!	!
Ctrl-&	U	U
Ctrl-{	Escape	<esc>
Ctrl-}	Control-]	<ctrl-]>
Ctrl-	Control-\	<ctrl-\>
Ctrl-`	Control-@	<ctrl-@>
BA-Ctrl-H		<ba-left>
BA-Ctrl-I		<ba-tab>
BA-Ctrl-J		<ba-down>
BA-Ctrl-K		<ba-up>
BA-Ctrl-M		<ba-rtn>
BA-Ctrl-U		<ba-right>
BA-Ctrl-[		<ba-esc>
BA-Ctrl-{		<ba-esc>
BA-Ctrl-}		<ba-ctrl-]>
BA-Ctrl-		<ba-ctrl-\>
BA-Ctrl-`		<ba-ctrl-@>
BA-Ctrl-~		<ba-ctrl-^>

keys both generate pattern number nine on all computer keyboards. Thus, UltraMacros cannot differentiate between a macro defined by <sa-tab> and a macro defined by <sa-ctrl-I>. If your macro set contains both <sa-tab> and <sa-ctrl-I> macros, the compiler will only use the first of these macros, just as it will only use the first of any two identically defined macros.

In addition, the UltraMacros compiler displays all <sa-ctrl-I> macros as if they were defined as <sa-tab>.



## An UltraMacros Programming Tip

UltraMacros redefines many keystroke combinations in AppleWorks. For example, UltraMacros defines <sa-'\> so it types today's date. However, many of UltraMacros' keystroke redefinitions are not documented in the manual.

For example, launch an UltraMacros-enhanced copy of AppleWorks, create a new word processor document, and type a <ba-left-arrow> or <ba-ctrl-H>. UltraMacros will type the word "left" on the screen. Similarly <ba-Tab> types the word "tab", <ba-Escape> types "esc", and <ba-Delete> types "del".

This feature lets you type many UltraMacros tokens into a word processor document by holding down both Apple Keys and entering the keystroke generated by the token.

UltraMacros programmers can use this technique to save both time and keystrokes.

—Cathleen Merritt

Figure 1 lists the keystrokes that generate identical patterns of electrical impulses. You can use either of these keystrokes interchangeably, but you cannot define two macros with equivalent keystrokes. For example, you cannot store two macros defined as <sa-left> and as <sa-ctrl-H> because the UltraMacros compiler will define both macros as <left>. Similarly, the compiler replaces <ba-ctrl-U> with <ba-right>; you can use *either* keystroke combination to define a macro, but not both. <sa-ctrl-[> does not define a legal macro because that key combination is equivalent to <sa-esc>, which you cannot use to define a macro.

In addition, many key combinations do not generate legal ASCII values and are not recognized by UltraMacros or any other program. For example, <sa-ctrl-^> and <sa-ctrl-~> do not generate recognizable patterns of signals and cannot be used to define a macro.

Finally, many punctuation marks and numbers generate the same pattern of signals whether or not you hold down the Control Key, both Apple Keys, and/or the Shift Key. For example, pressing the Shift Key does not change the electrical pattern sent by the Control-[ keys. Thus, you cannot define both <sa-ctrl-]> and <sa-ctrl-}> macros.

The UltraMacros compiler ignores macros defined by Control Keys paired with non-modified keys. (For example, UltraMacros will not compile macros defined as <sa-ctrl-5>, <sa-ctrl-'\>, or <sa-ctrl-^>.) Nor does UltraMacros warn you when it encounters one of these macros.

However, since <sa-ctrl-5> generates the same ASCII pattern as <sa-5>, typing <sa-ctrl-5> is identical to typing a <sa-5>; both will launch a <sa-5> macro.

## Reserved Macros

Not all macro idiosyncrasies result from ambiguous keystrokes. For example, the UltraMacros manual indicates that the program reserves eleven macros that you cannot redefine or delete. The documentation describes nine of these macros (for example, <sa-'\> that displays the current date) and explains that the <sa-ctrl-@> and <sa-ctrl-^> macros are "reserved, although they don't do anything very important". However, Mr. Campbell's research indicates that you can use <sa-ctrl-@> to define a macro and that <sa-ctrl-^> is a defined macro that moves the cursor to the next caret mark in a word processor document.

## Compiler Stoppers

Both-Apples-Control combinations using numbers or punctuation generate compiler errors, but Both-Apples-Control macros have always been a problem in UltraMacros. If you call a Both-Apples-Control macro from within another macro, you run the risk of crashing your system or wrecking unexpected havoc. You can define a Both-Apples-Control macro using a letter, but only if you activate that macro from the keyboard. For example, defining a macro such as <ba-ctrl-a> is generally safe unless you call it with another macro. But the safest path is to avoid such combinations altogether.

## Macro Bombs

Finally, Mr. Campbell found a few combinations that will actually lock up your computer. (Examples include <sa-ctrl-tab> and <sa-ba-ctrl-tab>.) From the discussion about keystroke equivalents earlier, you realize that <sa-ctrl-tab> is the same as

## My Favorite Macro...

<sa-ctrl-ctrl-I>. Apparently two control parameters in a row is fatal to the UltraMacros compiler.

The lesson is to be cautious when you define macros that require combinations of modifier keys such as the Control and the Shift Key. Some combinations produce unexpected results; others will not work. However, this isn't usually a problem. All the keys on a standard Apple II and all the modifiers offer you more than 150 definable key combinations you can use to define your macros. And that still doesn't count the Open-Apple functions that are built into AppleWorks.

*[Keith Johnson is Associate Director of the Fleischmann Planetarium at the University of Nevada. Terry Campbell, a technician for The Franklin Life Insurance Company, uses AppleWorks to maintain data for the annual cat show of the Illinois Feline Fanciers.]*

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### **Corrections**

October 1991, page 30, column 2, fourth full paragraph: The description of GS.PowerTools appears on page 32 of the September 1991 issue of the **AppleWorks Forum**. This paragraph incorrectly refers you to the August issue.

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# Spreadsheet or Data Base? A Health Insurance Tracking Template

by Stan Hecker

Last month's "My Favorite Template" article described a useful spreadsheet template that tracks your medical expenses and insurance reimbursements. This month's article describes a data base template that performs a similar function. My purpose is to help you compare the strengths and weaknesses of AppleWorks' data base and spreadsheet modules and describe how to manipulate numeric data in a data base file.

Before starting this exercise, I suggest that you review last month's article, especially the assumptions for the template, and also read Warren Williams' article entitled "Data Base or Spreadsheet: Which One Should You Use?" in the April 1987 issue of the *AppleWorks Forum* [Ed: That article also appears in the *AppleWorks Handbook: Volume Two*.] Finally, I will assume that you know the basic data base commands. If you are not comfortable with those commands, I suggest you read the booklet entitled "How to Get Started with the Data Base" available from NAUG.

## Getting Started

Follow these steps to build the template. Issue Apple-S commands often as you work [Ed: A working copy of this template appears on this month's issue of NAUG on Disk]:

1. Create an AppleWorks data base called MED.DB with the categories that appear in Figure 1. I kept the category names short to make it easier to print narrow columns in your reports. The five categories named "." toward

Figure 1: Creating the Categories

File: MED.DB	CHANGE NAME/CATEGORY	Escape: Erase entry
Category names		
Provider	#2 \$ Pd	
Patient	#2 Pmt Date	Options:
Ailment	#2 Ck #	Type category name
Svc Date	#2 Payee	Up arrow Go to previous category
Dr. Bill	Self-Paid \$	
Miles	Pers Ck #	
Parking	Pers Ck Date	
#1 Claim By	Tax \$	
#1 Dated	.	
#1 \$ Pd	.	
#1 Pmt Date	.	
#1 Ck #	.	
#1 Payee	.	
#2 Claim By	Remarks	
#2 Dated	Remarks	
Type entry or use ⌘ commands		284K Avail.

the end of the list are extra categories you can rename and use later without losing your custom screen and report formats.

2. Now you will change the single record layout so it looks like the example in Figure 2.

Press the Escape Key, the Space Bar, and the Escape Key to enter Review/Add/Change mode. Then issue an Apple-L command and use the Apple-Arrow Keys to move the categories so the screen looks like the example in Figure 2.

Press the Escape Key and select choice #1 to indicate that you want the cursor to follow the order in which you originally defined the categories.

## Entering Data

You will create a new data base record each time someone in the family sees a doctor or fills a prescription. Enter data in the first five categories of

## My Favorite Template...


### Figure 2: Customizing the Single-Record Layout Screen

File: Med.DB                      REVIEW/ADD/CHANGE                      Escape: Main Menu  
Selection: All records  
Record 1 of 1 (1 selected)

---

Provider: -	#2 Claim By: -
Patient: -	#2 Dated: -
Ailment: -	#2 \$ Pd: -
Svc Date: -	#2 Pmt Date: -
Dr. Bill: -	#2 Ck #: -
	#2 Payee: -
Miles: -	
Parking: -	Self-Paid \$: -
	Pers Ck #: -
#1 Claim By: -	Pers Ck Date: -
#1 Dated: -	
#1 \$ Pd: -	Tax \$: -
#1 Pmt Date: -	
#1 Ck #: -	Remarks: -
#1 Payee: -	Remarks: -

---

Type entry or use  commands                      284K Avail.

amount you paid, the check number (or the words “cash”, “Visa”, or “MC”) and the date you paid for the service.

You fill in the categories in the lower-left corner of *Figure 2* when you file the primary insurance claim. (The “#1” in the title of these categories indicates that they refer to the “primary” or “first” or “basic” insurer.) Enter “Self” in the “#1 Claim By:” category if you file the claim. If the provider files a claim for you, put the word “Provider” in this category.

Fill in the other categories in the lower-left corner of *Figure 2* when you or your doctor receive a payment from the insurance company. If the doctor, pharmacy, or therapist receives the check, enter the word “Provider” in the category called “#1 Payee”.

Use the categories in the upper-right corner of *Figure 2* to track the status of the claim with your secondary insurer.

Finally, enter the tax deductible amount attributable to each transaction as a positive number in the “Tax \$” category in each record. You must calculate this amount manually because the data base module cannot perform calculations within records. (Note that last month’s spreadsheet template could perform these calculations.) Later, you will print a report that sums the tax consequences of these transactions. [Ed: JEM Software’s *TotalControl* gives AppleWorks the ability to perform calculations within records.]

You can handle complex transactions by creating records with data from partial transactions. Then use the “Remarks” categories to describe the records.

### Figure 3: Primary Claims Report

File: Med.DB                      Page 1  
Report: Primary Claims

Selection: #1 Claim By is not blank  
and #1 \$ Pd is blank

Provider	Patient	Ailment	Dr. Bill	Svc Date	#1 Dated
Dr. C. Quinceanos	Jefferson	Cough	44.00	Feb 22 92	Jan 18 92
Wall Drug	Cornelia	Sore Throat	15.00	Feb 26 92	Feb 27 92
Ms. Nancy Kilborne	Jefferson	Joint Therapy	120.00	Mar 3 92	Mar 17 92
Dr. C. Corruna	Jefferson	Hypertension	65.00	Mar 4 92	Mar 11 92
Dr. L.A. Familia	Jefferson	Hair Loss	20.00	Mar 11 92	Mar 11 92

### Figure 4: Secondary Claims Report

File: MED.DB                      Page 1  
Report: Secondary Claims                      5/15/92

Selection: #2 Claim By is not blank  
and #2 \$ Pd is blank

Provider	Patient	Ailment	Dr. Bill	Svc Date	#2 Dated
Dr. L. A. Familia	Jefferson	Joint Pain	82.00	Jan 17 92	Feb 22 92
Dr. R. Peristalsis	Cornelia	Cut Finger	35.00	Feb 11 92	Feb 22 92
Dr. C. D. Alcorta	Jefferson	Hypertension	55.00	Feb 11 92	Feb 22 92
Dr. C. Quinceanos	Jefferson	Cough	44.00	Feb 22 92	Feb 22 92
Dr. L. A. Familia	Jefferson	Joint Pain	17.00	Mar 5 92	Mar 18 92

### Insurance Claim Reports

Now you will develop two Insurance Claim Reports that can help you track the status of your insurance claims. The reports also identify medical bills that were not paid by the insurer, even though a claim was submitted.

the record; insurance companies always want to know the provider of the medical service, the patient, the ailment, the date of service, and the cost of the service.

Fill in the “Self-Pay” categories if you pay for the service by cash, check, or credit card. Enter the



## My Favorite Template...

The reports in *Figures 3* and *4* track the status of your claims with the primary and secondary insurers respectively.

Follow these steps to create the Primary Claims report:

1. Indicate that you want to create a new Tables Format Report "From Scratch". Name the report "Primary Claims".
2. Delete all categories from the report except "Provider", "Patient", "Ailment", "Dr. Bill", "Svc Date", and "#1 Dated".
3. Put the cursor on the "Dr. Bill" category and issue an Apple-J to right justify the numbers in that column. Indicate that you want two decimal places and two blank spaces after the column.
4. Use the Apple-Arrow Keys to adjust the column widths so they print the data you want in your output. AppleWorks displays the total number of characters in each line to the right of the last column in the report. The reports in *Figures 3* and *4* print 77 characters wide.
5. Issue an Apple-O command and set the characters per inch and margins to generate an attractive report.
6. You want to list only unreimbursed transactions. Issue an Apple-R command and set the selection rules to:  
"#1 Claim By" IS NOT BLANK  
AND "#1 \$ Pd" IS BLANK
7. Print a sample of the report and correct the report format as necessary.

### Secondary Claims Report

Now you will use the Primary Claims Report to create a similar Secondary Claims Report.

8. Press the Escape Key to return to the Report Menu, select choice #4, and duplicate the Primary Claims Report format; call the new report "Secondary Claims".
9. Delete the "#1 Dated" category and add the "#2 Dated" category to the end of the report.
10. Set the selection rules to

### Figure 5: Overpayments Report

```
File: MED.DB
Report: Overpayments Report
Selection: #1 Payee contains PROVIDER
and Self-Paid $ is greater than 0
```

Provider	Svc Date	Self-Paid \$	#1 \$ Pd	Dr. Bill	Overpayment?
Dr. E. Corazon	Feb 6 92	231.00	98.25	231.00	98.25
Dr. L. A. Familia	Mar 1 92	22.00	60.00	82.00	0.00

"#2 Claim By" IS NOT BLANK  
AND "#2 \$ Pd" IS BLANK

11. Print a sample of the report and customize the report format to get the output you need. Then press the Escape Key to return to the Report Menu.

### The Overpayments Report

The Overpayments Report identifies any transactions where the service provider received an overpayment. This can occur if the insurance company pays the service provider after you pay for the service. A sample report appears in *Figure 5*.

*Figure 5* contains only two transactions. It appears that Dr. E. Corazon received a substantial overpayment; the doctor's bill was \$231, the patient paid it all, and then the #1 insurer paid \$98.25 to the doctor.

The transaction with Dr. L. A. Familia shows a case where the patient paid \$22 and the insurance company paid \$60, which exactly matches the \$82 bill for the service provided. You should review this transaction carefully, since the report should only show possible overpayments.

Follow these steps to create the report:

1. Create a report called "Overpayments Report" that includes the categories in *Figure 5*. If your secondary insurer pays the medical care provider directly, you should add the category "#2 \$ Pd" to the report and adjust the calculations accordingly.
2. Use the Apple-J command to justify the numbers in the "Self-Paid \$", "#1 \$ Pd", and "Dr. Bill" categories. Allow two decimal places and one space after each category.
3. Put the cursor at the right edge of the report format and issue an Apple-K to create a calculated category called "Overpayment?". Define the

**Figure 6: Tax Deductions Report**

File: Med.DB			Page 1		
Report: Tax Deductions			5/15/92		
Selection: Miles is not equal to 0					
or Parking is not equal to 0					
or Tax \$ is not equal to 0					
Provider	Miles	Svc Date	Parki	Tax \$	TAX DED
-----	-----	-----	-----	-----	-----
Dr. L. A. Familia	3.3	Jan 11 92	0.00	65.00	65.00
Dr. L. A. Familia	3.3	Jan 17 92	0.00	0.00	0.00
Metro Radiology PC	59.0	Jan 18 92	1.75	0.00	1.75
Dr. E. Corazon	54.0	Feb 6 92	5.25	100.00	105.25
Dr. Albert Dente	7.2	Feb 8 92	0.00	90.00	90.00
Dr. C. D. Alcorta	4.5	Feb 11 92	0.00	0.00	0.00
Wall Drug	0.0	Feb 15 92	0.00	22.50	22.50
Dr. C. Quinceanos	2.8	Feb 22 92	0.00	0.00	0.00
Dr. L. A. Familia	3.3	Mar 1 92	0.00	2.00	2.00
Dr. L. A. Familia	3.3	Mar 5 92	0.00	0.00	0.00
Dr. Berthe Overin	6.0	Apr 10 92	2.75	3.00	5.75
	146.7*		9.75*	282.50*	292.25*

calculation as "C+D-E".

AppleWorks will add the money you paid to the amount paid by the insurance companies and will subtract the cost of the service. Negative values in the "Overpayment?" column indicate money still owed to the provider. Positive values indicate overpayments to the provider.

#### 4. Set the selection rules to

"#1 Payee" CONTAINS "Provider"  
AND "Self-Paid \$" IS NOT EQUAL TO zero.

Note that these selection rules only identify overpayments which include money you and the primary insurer paid to the provider. It is possible to create reports that check all payees for possible overpayments, but such reports can be complicated and such overpayments are unlikely.

#### 5. Go to the Options Menu and change the characters per inch and margin settings so each transaction prints attractively on one line.

#### 6. Print a sample of the report and adjust the column widths and options settings to fit the report on the page. Figure 5 prints on a 72-space line.

### A Tax Report

The final report computes your tax deductible medical expenses to help you prepare your Federal Income Tax forms (see Figure 6). Follow these steps:

1. Create a report called "Tax Deductions" with the categories "Provider", "Miles", "Svc Date", "Parking", and "Tax \$".
2. Issue an Apple-J command and justify the data in the "Miles", "Service Date", "Parking", and "Tax \$" categories. Allow one or two decimal places as depicted in Figure 6 and two blank spaces after each category.
3. Move the cursor to the right edge of the report and use the Apple-K command to define a calculated category called "TAX DED". Define the category as "D+E".
4. Issue an Apple-R command and set the selection rules to  
"Miles" IS NOT EQUAL TO zero  
OR "Parking" IS NOT EQUAL TO zero  
OR "Tax \$" IS NOT EQUAL TO zero
5. Use the Apple-T command to print totals under the "Miles", "Parking", "Tax \$", and "TAX DED" columns.

Now you should save and lock the template. [Ed: See the article entitled "How to Lock Your Templates" in the May 1991 issue of the *AppleWorks Forum* for step-by-step directions that describe how to lock your templates.]

### Conclusion

This template demonstrates much of the record keeping and calculating power of the data base module. The data base module's record selection rules let you view and/or print selected records. The program's ability to produce category totals and calculated categories enhance this power.

Comparing this template to last month's spreadsheet shows that the data base and spreadsheet modules can perform similar functions but offer different perspectives of your data. A small difference in your purpose or even a greater level of comfort with one or the other modules should help you decide which module to use for a specific application.

[Stan Hecker is on the administrative staff at Michigan State University, East Lansing, Michigan, and is a partner in H&H Consulting, a Michigan concern specializing in school district financial and population analyses.]

# New Disks in the NAUG Library

## Anti-Virus Utilities

The NAUG Public Domain Library now includes the Anti-Virus Utilities Disk, which contains the latest versions of VirusMD and Virus.Killer, two powerful utilities that identify and eliminate most popular Apple II viruses. The disk includes complete documentation, a non-destructive demonstration version of the Loadrunner virus, and a description of how to defeat the Blackout virus.

Our thanks to Kent Hayden of the Northwest Apple Pickers for preparing and donating this disk to the NAUG Public Domain Library.

The Anti-Virus Disk comes on either a 5.25-inch (\$4) or 3.5-inch (\$6) disk; add \$2 s/h *per order*.

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The AppleWorks to Macintosh Conversion Disk costs \$6 plus \$2 s/h *per order*.

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ProDesk Plus is an 8-bit program selector and a set of useful utilities that run under ProDOS on Apple IIc, IIc+, IIGS, and enhanced IIe computers. ProDesk Plus lets you launch System and BASIC programs by selecting files from an AppleWorks-like menu or by pressing a user-defined key combination. Other programs on the disk let you view text, AppleWorks word processor, high resolution, and double high resolution files without the application used to create those documents and graphics.

Utilities included with ProDesk Plus let you create subdirectories, delete, rename, lock/unlock, copy, and find files. ProDesk displays the time on any computer equipped with a ProDOS-compatible clock. Finally, ProDesk includes a screen saver to protect against screen burn-in.

Complete documentation appears in AppleWorks word processor files on the disk. ProDesk Plus requires customization for your own application; you will need to read the documentation before using the program. ProDesk Plus is shareware; you send the author, Dr. Helge Malmgren of Molndal, Sweden, \$20 if you use the programs on the disk.

NAUG supplies ProDesk Plus on one 5.25-inch (\$4) or 3.5-inch (\$6) disk; add \$2 s/h *per order*.

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The flags are GS 640 mode images that use the standard GS palette and are compatible with AppleWorks GS, Medley, HyperCard IIGS, HyperStudio, and Publish It!. These files are not compatible with AppleWorks. Our thanks to Bruce Shanker for developing these disks and for donating his work to the NAUG Public Domain Library.

The disks are shareware. You send the author \$5 if you use the World Flags disks or on the USA Flags disk. Shareware payments go directly to the author, not to NAUG.

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# Get Help with AppleWorks Compatible Software and Desktop Publishing

by Nanette Luoma

## AppleWorks Add-Ons

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Use this month's list to find help with other AppleWorks compatible software and desktop publishing. To the left of each volunteer's name is one or more numbers indicating the enhancements that consultant supports. Volunteers are listed alphabetically by state.

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